Absent Parent Screens (ABP1, ABP2, ABP3)

The Absent Parent screens are accessible via the ABPS screen for TANF Cash and certain Medicaid subtypes. When a child's biological parent or alleged parent is absent from the case, information about that person is entered on these screens and shared with the Child Support Enforcement Division (via the SEARCHS system interface).

ABP1 – Absent Parent Info Screen 1

The ABP1 screen is used to record basic information about an absent parent and to connect that parent to one or more children in the case.

```
 ABP1                 ABSENT PARENT INFO SCREEN 1            12/11/06  11:26:20
 FA                                                         KIM   C
 CASE NAME: SMITH, SOPHIE J                          CASE NUMBER: 000027


  ABP NO: 01  SPECIFIED RELATIVE INFO: POA: 01   SHORT NAME: SOPHIE S
 SRCHS: ID:          CS COOP:      RLSE DT:         WKR NO:
 LAST NAME: JOHNSON          FIRST: JOCK      MID: M  SEX: M RACE: WH
    ALIAS: JD JOHNSON                         DOB: 08221948   SSN: 123456789
 MAR. STAT:                      LAST DATE KNOWN: 06011998
 BRTH CITY: NEW YORK CITY              BIRTH STATE: NY
 DTH  CITY:                    DEATH STATE:        DTH DATE:
   ADDRESS:                     CITY:               STATE:
                               ZIP:      -          PHONE:

 GOOD CAUSE:  OPA COOP          PEND DT
              CO
 --------------------- CHILDREN OF ABSENT PARENT ----------------------------
 POA   TEAMS ID   NAME    INS   REL    BIRTH CITY    STATE PAY SPT. PAT EST
 04     0000095   SUNSE S  N    CH    SALT LAKE CITY  UT     Y         N
 00
 00
 00

  PF5-ABPS   PF6-FIRST PAGE   PF7-PAGE UP   PF8-PAGE DOWN
```

Solid arrow = Mandatory field. Open arrow = Optional Field.

Display Fields Common to ABP1, ABP2, and ABP3

CASE NAME

> The case name (Primary Information person) is displayed.

CASE NUMBER

> The TEAMS case number is displayed.

ABP NO or ABSENT PARENT NO

> The number (01, 02, etc.) associated with that absent parent is shown.

Mandatory Fields for ABP1   ([F1] indicates Online Help is available.)

LAST NAME

The last name of the absent parent (or "Unknown") is entered in this field.

SEX   [F1]

The absent parent's gender is entered in this field.

OPA COOP   [F1]

This field is used to enter a cooperation code reflecting that the participant has agreed to cooperate with CSED, will not cooperate, or has claimed good cause for not cooperating. The applicant's eligibility for assistance is tied to this code.

POA

The worker enters the POA number of each child connected to this absent parent. Once this information is entered, the DEPR (Deprivation) screen displays the Absent Parent's number and name next to that child. Note: if a child moves off the case, TEAMS will display 00 in this field.

Optional Fields for ABP1

FIRST

The first name of the absent parent is entered here, if known.

MID

The middle initial of the absent parent is entered here, if known.

RACE   [F1]

A code indicating the absent parent's race is entered in this field, if known.

ALIAS

Here the worker may enter any other name by which the participant knows the absent parent.

DOB

The absent parent's Date of Birth, if known, is entered in this field.

SSN

The absent parent's Social Security number is entered here, if known.

MAR STAT   [F1]

If the absent parent's marital status is known, it is entered here.

LAST DATE KNOWN

The worker enters the date on which the participant last had contact with the absent parent.

BRTH CITY / BIRTH STATE

If known, the worker enters in these fields the city and state where the absent parent was born.

DTH CITY / DEATH STATE

If the absent parent is deceased, the city and state of death is entered here, if known.

ADDRESS / CITY / STATE / ZIP   [F1-State]

The absent parent's current address, if known, is entered here.

PHONE

The absent parent's current phone number is entered here, if known.

PEND DT

If a Claim date was entered, a Pend date for the good cause determination must also be entered in this field.

INS

Y or N is entered in this field in the "Children of Absent Parent" section to indicate whether the absent parent is responsible for providing insurance to that child.

REL

The Relationship code now defaults to CH and cannot be updated.

BIRTH CITY

The worker enters the child's birth city in this field.

STATE   [F1]

The worker enters the two-letter code for the state in which the child was born.

PAY SUPT

The worker enters Y or N in this field to indicate whether the absent parent pays child support for that child.

PAT EST

Y or N is usually entered here to indicate whether paternity of this child has been established. If paternity has been ruled out by CSED, an X may also be displayed (via interface with SEARCHS); this may not be changed by the county office.

Display Fields Specific to ABP1

SPECIFIED RELATIVE INFO: POA

This field displays the POA number of the person who is identified as the specified relative on the SPRD screen.

SHORT NAME

The short version of the case name (first five letters of first name and last initial) is displayed.

SRCHS ID

This field displays the absent parent's SEARCHS Participant ID (received via interface with the SEARCHS system).

CS COOP

After the interface with SEARCHS, this field displays a code indicating the client's cooperation with CSED (CO if cooperating, NC if not cooperating). This field can be changed to OV (Override) by an authorized supervisor or County Director when necessary for notice requirements.

RLSE DT

This field may display a date interfaced from SEARCHS indicating the date on which a client began cooperating with CSED.

WKR NO

This field displays the CS number of the CSED worker associated with the absent parent on the SEARCHS system.

TEAMS ID

After the worker has entered a child's POA number in the "Children of Absent Parent" section, the child's Client ID (TEAMS ID) displays in this field.

NAME

The child's short name displays after his/her POA number has been entered by the worker.

NEXT AVAILABLE AP NO

This field in the lower left of the screen indicates the next Absent Parent number to be assigned for this case. For example, If the next available AP number is 03, it indicates that information already exists for Absent Parent numbers 01 and 02.

ABP2 – Absent Parent Info Screen 2

The ABP2 screen is used to record information about the absent parent's employment and/or military status, if known. ABP2 will display if enter is pressed on ABP1.

```
 ABP2                   ABSENT PARENT INFO SCREEN 2       09/11/00  10:27:18
 FA                                                            DARLA T
 CASE NAME: SMITH, SOPHIE J                     CASE NUMBER: 000027

 ABSENT PARENT NO: 01                   NAME: JOHNSON, JOCK

 AP OCCUPATION: CONSTRUCTION WORKER

 EMPLOYER 1: XYZ BUILDERS                    STREET:
                                  CITY/ST/ZP: KANSAS CITY    MO 99999 –
 TELEPHONE:                       START DATE: 080199   END DATE:

 EMPLOYER 2:                                 STREET:
                                  CITY/ST/ZP:                         –
 TELEPHONE:                       START DATE:          END DATE:

 EMPLOYER 3:                                 STREET:
                                  CITY/ST/ZP:                         –
 TELEPHONE:                       START DATE:          END DATE:

 *** MILITARY INFO *** U.S. ARMY RESERVES     SERVICE DATE: 040189 – 060196

 PF5–ABPS
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Solid arrow = Mandatory field. Open arrow = Optional Field.

Optional Fields on ABP2

AP OCCUPATION

If known, the worker enters the absent parent's occupation in this field.

EMPLOYER 1 / 2 / 3

If known, the absent parent's employer (starting with current or most recent) is entered here.

STREET / CITY / ST / ZP

Each employer's address may be entered in these address fields, if known.

START DATE / END DATE

If known, the start and end dates of each employment line may be entered here.
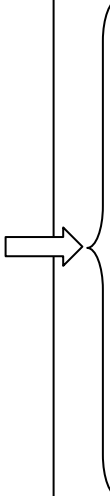
TELEPHONE

Each employer's telephone number may be entered here, if known.

MILITARY INFO / SERVICE DATE

If the absent parent served in the military, free-form information may be entered in the Military Info field (23 characters), and dates of service may be entered in the Service Date field.

ABP3 – Absent Parent Info Screen 3

The ABP3 screen is used to record information about the absent parent's own parents, incarceration records, and child support orders. It also displays the most recent child support payment collected by CSED (if any). This screen displays when Enter is pressed on ABP2.

```
 ABP3                 ABSENT PARENT INFO SCREEN 3         09/11/00  11:06:57
 FA                                                      DARLA T
 CASE NAME: SMITH, SOPHIE J                  CASE NUMBER: 000027
 ABSENT PARENT NO: 01       NAME: JOHNSON, MARK
 FATHER NAME: LAST: JOHNSON          FIRST: JOCK       MI:
 FATHER ADDR: TALLAHASSEE, FL

 MOTHER NAME: LAST: JOHNSON          FIRST: GINGER      MI:
 MAIDEN NAME:
 -----  ABSENT PARENT ASSET INFORMATION (SPECIFY VEHICLES, BANK ACCOUNTS, ETC.)
 OWNS HOUSE NEAR KANSAS CITY, MO

 --------------------- ABSENT PARENT INCARCERATION INFO ---------------------
 INSTITUTION: FLORIDA ST PRISON      START DATE: 070197   REL DATE: 080198
 ARREST RECORD?: Y   ARREST DATE: 011097 ARREST LOCATION: JACKSONVILLE, FL

 --------------------- ABSENT PARENT COURT ORDER INFO ----------------------
 SUPPORT DOCKET NUMBER: 12345678              ORDER DATE: 110599
 COURT NAME: 3RD DISTRICT COURT
 PAYEE/LOCATION: SOPHIE SMITH                 HELENA, MT 59601
 TOTAL OBLIGATION AMT:          PAYMENT FREQUENCY: MO
 TOTAL AMOUNT PAID:      160.00   DATE LAST PAY MADE: 083100

 PF5-ABPS
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Solid arrow = Mandatory field. Open arrow = Optional Field.

Optional Fields on ABP3

FATHER NAME: LAST / FIRST / MI

If known, the name of the absent parent's father may be entered here.

FATHER ADDR

The address of the absent parent's father may be recorded here, if known.

MOTHER NAME: LAST / FIRST / MI / MAIDEN NAME

If known, the absent parent's mother's name may be entered in these fields.

ABSENT PARENT ASSET INFORMATION

This is a free-form field where information about known assets can be entered.

ABSENT PARENT INCARCERATION INFO fields

If the absent parent has an arrest and/or incarceration record, the worker can enter that information in the Institution, Start Date, Rel (Release) Date, Arrest Record, Arrest Date, and Arrest Location fields.

ABSENT PARENT COURT ORDER INFO fields

If the client provides information about the absent parent's child support order, the caseworker enters it in the Support Docket Number, Order Date, Court Name, Payee/Location, Total Obligation Amt, and Payment Frequency fields.

If child support payments are subsequently collected from the absent parent by CSED, the Total Amount Paid and Date Last Pay Made fields are automatically updated with the amount and date of the most recent payment.

Navigation Fields and Fkeys

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS *menu* that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F4	The F4 key accesses CASU (Case Summary), which lists the names, POA numbers, participation codes, etc. of all members. Pressing Enter on CASU returns to the original screen.
F5	The F5 key accesses the ABPS (Absent Parent Summary) screen.
F6	ABP1: If more than one page of information is available and the user is viewing any screen other than the first, pressing F6 returns to the first ABP1 screen.
F7	ABP1: If more than one page of information is available, pressing F7 pages back to the prior ABP1 screen.
F8	ABP1: If more than one page of information is available on ABP1, pressing F8 pages forward.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.